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PERSRU NEWSLETTER

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CGHRMS and You

Ever wondered why command access is only granted to a select few? Wondered why you no longer have access? How about those passwords? Employee ID's? Upper case, Lower case. Case sensitive? What gives?

Here at CGHRMS (Sea-Germs, C-Grms) Central, we go out of our way to not only assist you in getting in, we stand ready to help you unlock the magic of self-service. Our team of devoted petty officers eagerly awaits your call. Getting started is only a click away:

<http://www.uscg.mil/hq/hrsic/>

From the HRSIC web site, go to forms and worksheets, scroll down to form HRSIC 7421/2. Now the fun begins. Is there confusion on who can grant permissions? Here is a list of roles and permissions.

Airport Terminal Only: Allows Relocation Specialists and Housing Officers to view arrivals and departures.

GWIS: Global Workforce Inquiry Solution allows unit command staff view only access to the database. Includes ability to access the Airport Terminal.

Command User: Allows unit administrators access to the Airport Terminal, Unit roster, Unit Personnel Allowance List (PAL) and enlisted evaluations for members of their sub-department.

Area/District Security Manager (View and Modify): Allows Area and District Security Managers to view and update a member's security Clearance Information. (Fax completed form to COMDT-G-CFI) 202-267-4949 for approval.

Unit Security Manager (View Only): Allows unit Security Managers view only access to member's security clearance information. (Application must be approved by cognizant Area/District Security Manager).

CGHRS: (PERSRU ONLY) Allows PERSRU staffs access to view and modify Competencies, SGLI elections, BAH/Dependency Data, and completed other personnel transactions formerly completed in SDA II. Enter District (DD) and Reporting Unit (RU) numbers in the space provided.

Unit with Access to Member Competencies (Quals, Awards, Schools): Allow units' administrative personnel to modify member competencies, view only member's beneficiaries and print 4170's. Applications must be approved by the servicing PERSRU and be accompanied by a (MOU) Memorandum of Understanding. This is an agreement between the unit and the servicing PERSRU. (For the MOU template, see page 3 of HRSIC 7421/2).

CGPC (epm/opm) or ISC (fot) Assignment Officers: Allows assignment officers to generate shopping lists and issue orders.

Training Center (TAS Course Sessions): Allows TRACEN staff to view course rosters and enter course completions/changes.

TQC/TAS Course Scheduler: Allows TQC staff and HQ program managers to schedule courses and issue orders.

Other/Not listed: If the listed roles do not suit your needs, check "other" and briefly describe your need for CGHRMS access in the space provided.

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CGHRMS and You (continued)

Movement of Personnel: Before a member transfers to another unit or separates from the Coast Guard, ensure they sign the original Form HRSIC 7421/2, under Revocation of Access Authority and fax the form to the CGHRMS help desk at (785) 339-3772.

Training: Training is a priority. We here at “CGHRMS Central” provide “Train the Trainer” Training. This is 1½ days of intense hands on, one on one classroom style training and insight into the ins and outs of CGHRMS. Units must fund travel to and from HRSIC. We recommend you send us your best and brightest. Send requests for training to [HRSIC-PRC](#). Class size is limited and upon departure, one is equipped with a tool bag of guides and tips ensuring successful training.

Quick Reference Guides: We have sent out a bulk mailing to Units across the CG. Quick Reference Guides are also available online at <http://www.uscg.mil/hq/hrsic/quickrefguides.htm>.

YNC Larson (prc)

SEPARATION ADDRESSES

Since CGHRMS has come online, there has been an increase in the number of manual address changes for separated members. Many final LESs have been returned due to an incorrect mailing address. After calling several PERSRUs to determine the cause of the problem, we discovered two reasons why this is occurring:

1. Some units are not following procedures outlined in Section 3-B of the PPPM. PERSRUs must change address information as part of the separation process;
2. Another common mistake being made is the entering of the address in CGHRMS under HOME address rather than MAILING address. Use care when entering this data in the correct mode. Only the MAILING address information is processed through PMIS/JUMPS.

Some confusion may exist due to integration of self-service functionality. Although members can implement change of address themselves, it does not mandate CGHRMS use by the member or relieve the PERSRU of this responsibility to input the change. In instances of separation, it is particularly important the information is entered correctly as this is the last known address to correspond with our separated member.

Our goal in SES is to provide the best customer service to our separated members. Remember, if we look good, you look good.

Suzanne Gray (ses)

TRANSACTIONS ASSOCIATED WITH A DEPENDENCY CHANGE

When a member's status changes from no dependents to with dependents, or when a member loses all dependents, multiple transactions must be submitted by the PERSRU to change the member's housing and COLA entitlements, i.e., CG-4170, P606 (BAH), P607 (CONUS COLA), P607 (OUTCONUS COLA), and P609 (OHA).

Since we are utilizing two systems to process these changes, (preparing a CG-4170 in CGHRMS, and preparing entitlement transactions in SDA II), extra care needs to be taken to ensure these changes are properly posted to PMIS/JUMPS.

Example: If a member currently has dependents and is drawing OUTCONUS COLA, then adds additional eligible dependents to his/her CG-4170 or has a decrease in the number of dependents, his/her OUTCONUS COLA will need to be changed to reflect the change in number of dependents. (2 separate transactions).

When a member marries another member, it becomes necessary to prepare a CG-4170 on both members. This is in case either member would be eligible for BAH entitlements or have an entitlement to FSA.

Example: Two members stationed aboard ships with no dependents, both in pay grade of E-3; one will now be entitled to BAH w/o dependents, and at times, either member could become eligible for FSA. An updated CG-4170 will allow these transactions to successfully process.

Steve Maupin (mas)

Notes from RAS

RETIREE AND ANNUITANT AFFAIRS BRANCH ANNOUNCES THE NEW RETIREE PACKAGE, TO INCLUDE CERTIFICATE AND PIN

- **New Retiree Packages:** Approximately 6 month's prior to date of retirement, RAS will send an e-mail to member's global email address providing a link to the retirement package (forms and instructions):

<http://www.uscg.mil/hq/hrsic/RAS.htm>.

Once online, select the "Retirement Package (Links to Forms and Instructions)" icon to learn how to apply for retired pay. For questions or concerns about the new retiree package contact us at 785-339-3415.

- **Retirement Certificates and Pins:** RAS forwards retirement certificates and pins to the member's Unit approximately 6 months prior to date of retirement. If needed earlier, or if not received, the unit may order the certificate online

<http://www.uscg.mil/hq/hrsic/RAS.htm>.

(Select the link to Retirement Certificate Order Form).

For questions or concerns about certificates or pins contact us at 785-339-3422.

- **Contact RAS:**

1. Phone – 785-339-3415
2. Fax – 785-339-3770
3. E-mail –
hrsic-ras@hrsic.uscg.mil

Look for an upcoming AIG about this.

SURVIVOR BENEFIT PLAN (SBP) FOR RETIREES WHO ARE IMMEDIATELY RECALLED TO ACTIVE DUTY

Even though the member may be immediately recalled to active duty, with no break in service, the retired account must be established. Contact one of our Pay Technicians at

785-339-3415.

The member is required to make an SBP election prior to date of retirement. This election is made by completing the "Coast Guard & NOAA Retired Pay Account Worksheet and Survivor Benefit Plan Election", CG [HRSIC-4700 form](#).

NEED A RETIRED PAY CALCULATION?

<http://www.uscg.mil/hq/hrsic/RAS.htm>.

Select the Retired Pay Calculator link, or contact one of our Pay Technicians at 785-339-3415.



CAREER SEA PAY PREMIUM

We have seen several instances lately where PERSRUs have entered a transaction to pay Career Sea Premium to a member who completed 36 consecutive months of sea duty prior to 1 October 2001. In many instances, the member was not entitled to the Premium.

The problem lies with the Career Sea Pay tables. When these were revised in the late 1970's and early 1980's, two rates were established: a High rate and a Low rate. Which rate a member received depended on his/her status (i.e., receiving or not receiving Career Sea Pay) on certain dates. We are prohibited by law from paying both the higher rate and Premium at the same time. While it would, in theory, be possible for a member to request that we move him/her to the lower rate and then pay Premium, this would be an exercise in futility; the combination of the lower rate and Premium, yields an amount either equal to, or in many cases slightly less than, the higher rate alone.

With the changes to Career Sea Pay that were effective 1 October 2001, this is no longer a problem. The two-tier rate structure was eliminated and any member completing the necessary 36 months of consecutive sea time is entitled to Premium.

Bob Dyche (mas)



BAS REFORM

ALCOAST 596/01 announced major changes to BAS for enlisted members effective 1 January 2002. Changes to subsistence were:

- Regular BAS remained Regular BAS.
- SEPRATS became Enlisted BAS.
- Partial BAS became Enlisted BAS minus Discount Meal Rate.

It is important that you become very familiar with [ALPERSRU D/02](#), which prescribes procedures for reporting BAS entitlements in conjunction with BAS reform.

Here are some areas where we have seen problems connected with the implementation of BAS reform, along with suggestions for how to alleviate the problems:

1. If you do a P625 to stop any of the BAS entitlements, you must do a P607 to start some type of BAS. All enlisted members are entitled to BAS, except for excluded members listed in paragraph 5.D of [ALCOAST 596/01](#). Keep in mind that the member is only entitled to one type of subsistence a day, so watch your effective dates.
2. When doing a stop to a BAS entitlement, ensure that you stop the entitlement the member is currently receiving on the P625.
3. You cannot start a new BAS entitlement without stopping the current BAS entitlement.
4. If you processed a P620 to depart a member TAD only (i.e., the member goes TAD for over 30 days), you must process another P620 to return the member from TAD. This is especially important for members who return from being TAD and depart PCS the following day, since BAS of the member's permanent duty station now remains open enroute (rather than being paid off of the reporting endorsement 8C).
5. When reporting an enlisted member in PCS, you must do P607 to start the new BAS entitlement, and it must be effective one day after the member's reporting date.
6. Reserve members are only entitled to the 'R' code (Travel BAS entitlement) on the R990 transaction when the reservist's Duty BAS entitlement is 'R'.

Understanding these rules will assist in alleviating some of the problems incurred since the implementation of BAS reform

Steve Maupin (mas)

SAVED PAY

Saved pay is one of those things not often discussed around the PERSRU. Probably because there hasn't been very many service-wide exam questions on the subject, and it affects only a small number of our members. However, it's something you should know about. When your senior chief decides to take that promotion to warrant officer or your W3 becomes a LT, and they ask you: "Hey Yeoman, will I qualify for saved pay after my promotion?" Here's the answer:

US Code: Title 37, Section 907(a) says; *"An enlisted member who accepts an appointment as an officer shall, for services as an officer, be paid the greater of – (1) the pay and allowances to which he is entitled as an officer; or (2) the pay and allowances to which he would be entitled if he were in the last enlisted grade he held before his appointment as an officer."* Paragraph (b) of the same section says; *"A warrant officer who accepts an appointment as a commissioned officer in a pay grade above W-4 shall, for service as such a commissioned officer, be paid the greater of – (1) the pay and allowances to which he is entitled as such a commissioned officer; (2) the pay and allowances to which he would be entitled if he were in the last warrant officer grade he held before his appointment as such a commissioned officer; or (3) in the case of an officer who was formerly an enlisted member, the pay and allowances to which he would be entitled if he were in the last enlisted grade he held before his appointment as an officer."*

The US Code goes on to explain that *"in determining the amount of pay and allowances of a grade formerly held by an officer, incentive pay...special pay...seaduty.....proficiency pay.... may be considered only so long as the officer continues to perform the duty creating the entitlement to or eligibility for that pay and would otherwise be eligible to receive that pay in his former grade"*. If one of your members promotes from CPO to warrant or from warrant to commissioned officer, they may qualify for saved pay. A simple comparison of pay and allowances at the old grade and the new grade will tell. You must compare the old and new entitlements based on the unit assigned to upon promotion.

Example: MKCM Widget has 20 years of service and accepts appointment to W2. He departs his ship, puts on the bars and reports to his new shore assignment. To determine if he's entitled to saved pay: run two columns, one on his new pay and allowances at his new unit, and one on what he would draw at his new unit if he were still an E9:

| Entitlements | W2 OVER 20 | E9 OVER 20 |
|---------------------|-------------------|-------------------|
| Base Pay | \$3559.00 | \$3944.10 |
| Officer BAS | \$166.37 | |
| Enlisted BAS | | \$262.50 |
| BAH W/DEPNS | \$764.00 | \$835.00 |
| Totals: | \$4,490.17 | \$5,041.60 |

The difference between the two totals is \$551.43 on the old grade column. Mr. Widdett will receive that amount as "saved pay".

Entitlements from previous units are not considered. This point is made because some saved pay members have thought that by accepting an appointment and subsequent PCS, they should be entitled to the difference of what they make now at their new unit compared to what they were making at the previous unit in the previous grade.

Members drawing saved pay sometimes need assistance in understanding their LES. Here's where YN knowledge of saved pay can be helpful. Mr. Widdett, for example will have normal pay and allowances as a W2 in the "Entitlements" column along with pay and allowances for the same unit at the E9 grade. But, the E9 pay and allowances will each be listed separately and titled "Saved Pay". The LES "Deductions" column will show pay and allowances at the W2 rate listed as separate deductions and each labeled "saved pay." The system will

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SAVED PAY (cont.)

pay him for W2 and E9, then deduct the W2 entitlements, leaving him with the higher E9 entitlements. LES Example:

| ENTITLEMENTS | DEDUCTIONS |
|--------------------|-------------------|
| BASIC PAY 3559.80 | SAVED PAY 3559.80 |
| OFFICER BAS 166.37 | SAVED PAY 166.37 |
| BAH W/DEP 764.00 | SAVED PAY 764.00 |
| SAVED PAY 3944.10 | |
| SAVED PAY 262.50 | |
| SAVED PAY 835.00 | |

Another area of confusion for some saved pay customers is: subsequent promotions in the old warrant grade. The US Code says: *(2) the pay and allowances to which he would be entitled if he were in the last warrant officer grade he held before his appointment as such a commissioned officer*". If a W2 is commissioned as an Ensign on 15 April and then receives promotion in the old warrant grade from W2 to W3 after 15 April, the saved pay will continue to be based on the W2 grade. This is because it was *"the last warrant officer grade he held before his appointment..."*

At HRSIC-MAS, we receive a monthly report called "Change Of Status". It lists all members who received promotions during the past month. We search the report for CPO to warrant, and warrant to commissioned officer promotions, and do a saved pay determination to see if they qualify. If so, a case file is opened and the H670's and H672's are started for the credits and debits. The case files are then compared monthly with PMIS/JUMPS and CGHRMS for entitlement changes which might result in a change in saved pay amounts. Anything, which changes a members entitlements will also affect saved pay and must be manually adjusted at HRSIC. Early notification of entitlement changes from YN in the field may help prevent possible saved pay overpayments or underpayments and are greatly appreciated. If you have members drawing saved pay in your AOR or who become eligible, your knowledge of this subject will further enhance your ability to provide the excellent customer service we all desire.

If you have any questions regarding saved pay, review US Code: Title 37, Section 907 and the PAYMAN, Chapter 2-H. Or e-mail to HRSIC-MAS.

Doug Rose (mas)

WHAT TO DO WITH MY TSP ACCOUNT UPON SEPARATION

Several members have inquired about what to do with their TSP account upon separating from the service. Keep in mind that TSP is very similar to an IRA or 401 K plan. Go to the web site (www.tsp.gov) for Tax consequences concerning early withdrawal from your TSP account. Of course you can always move or switch to another fund upon separation. Visit their web site for more specific information regarding this matter.

Separation from service consists of:

- Discharge from active duty or the Ready Reserve.
- Transfer to inactive status.
- Military retirement.

Additionally, a member cannot, within 30 days:

- Re-enter active duty;
- Be appointed to a civilian position covered under the Federal Employee's Retirement System (FERS), Civil Service Retirement System (CSRS), or an equivalent retirement system; or
- Continue service in, or affiliate with, the Ready Reserve.

After enrollment and within six months of separation, all members should visit the www.tsp.gov website and become familiar with following form/publication in the event of early distribution of funds. Below is the form for this purpose;

- Form TSP-U-70 (Thrift Savings Plan Withdrawal Request) Booklet entitled "Withdrawing Your TSP Account After Leaving Federal Service".

There are three early withdrawal options:

- A member may receive a single payment *
- A member may receive payments in a series of monthly installments *
- A member may elect to have the TSP Service Office purchase a life annuity for the member.

* Less applicable taxes, fees and penalties.

** See annuity requirements at: www.tsp.gov

Most important: Funds placed in TSP should be considered long term investment. This should not be considered a savings account, but rather a retirement account. Early withdrawal should only be encouraged in rare instances.

YN2 Lee Wilkinson (mas)

P620 AND CODE "D" FOR MESSING ENTITLEMENT TO BE RESUMED AT PERMANENT/TAD UNIT

When submitting the P620 transaction returning a member from TAD, and the member will be immediately departing the permanent unit PCS or immediately departing on further TAD assignment the next day, use code "D" in element code 06 (messing status to be resumed at PERMDU unit).

For members going PCS the next day, code "D" will not restart the prior rations type and will ensure the PCS departing transaction processed for members going to another TAD site the next day, code "D" will not restart the prior rations type and will ensure the subsequent P620 submitted the next day processes correctly.

Bill Schirmer (mas)

RESERVE ANNUAL SCREENING QUESTIONNAIRES (ASQs)

Put on your training hats and loosen your nimble key entry fingers.

By the time you read this, 13,000 printed ASQs have been mailed to reservists (8K SELRES, 5K IRR). Over the next two months, ASQ returns will come back through HRSIC for routing to each member's PERSRU. We have contracted for an address-correction service for bad addresses too. We'll handle the distribution; you have the data entry and the Tier One Customer Support. In future go-arounds of the ASQ (planned for every OCT hereafter), the number of printed ones **should** reduce significantly. CGHRMS will send emails telling SELRES to do them in CGHRMS Self Service (if CGHRMS has an email address that is).

The Reserve ASQ process has been broken since streamlining when 8 ISC (p) shops got a staff member from reserve funding to manage IRR ASQs and both ISC (p) shops and PERSRUs were supposed to print ASQs from SDA-II, mail them, track them, and enter the information when the ASQs were returned by reservists. Well, we've resurrected the process in CGHRMS. It would have been nice to have done this before 9/11, but at least we're there now.

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Because CGHRMS Self Service remains voluntary, and the ASQs will be the first real push for reservists to use the system, many will likely opt to fill out the paper form and let PERSRU staff enter it for them. We want to ensure you are aware of this training "opportunity" and potentially heavy key entry workload.

Included in the ASQ mailing is the ASQ itself and the return envelope (stamped, self addressed). We are working to include the Quick Reference Guides for ASQ and IDT drills (coming soon to CGHRMS) in the mailing too. The CGHRMS data entry screens are in three basic parts:

- The annual acceptance of the "contractual obligation" for recall
- Employer information and civilian skills of reservists
- Other personal information to update via other screens in CGHRMS

A blank ASQ is also available on HRSIC's Internet site (Forms section) as backup to this process. Additional information is available in the "What's New" section of HRSIC's Internet site.

Is there a better time than 1 OCT for this event?

LCDR Prather (isd)

RESERVE DEMOBILIZATION

In an effort to help provide the best possible service we can to our Reserve members who are being demobilized, I would like to offer some suggestions to a few common problems that we in SES have noticed over the last couple of months.

We are required by law to provide members with their final separation pay on their separation date. We can only meet this requirement if we are informed in advance of the member separating. I realize that sometimes you may not be in the informational loop and aren't informed in advance when a member is being demobilized.

If you are informed in advance of the date a member is separating and the member has completed a Career Intentions Worksheet (CG HRSIC-2045), you need to submit a Statement of Intent (SOI). This will build a Segment 75, which will in turn allow the member to hit our 45-Day Separation Report. This report is our notification of who has a separation SOI in JUMPS and who is within 45 days of their EOE. This is the first step in our process to ensure that we pay the member their separation payment in a timely manner. I would like to give you a quick example of how much difference one day could make when processing a SOI and how we are notified via the 45 day report.

You are submitting a SOI on 3 March (Mid-month polling cut is 3 March) for a 28 March separation. We would be notified via the 45-day report of this separation.

You are submitting an SOI on 4 March (Mid-month polling cut is 3 March) for a 28 March separation. We wouldn't be notified until the RELAD 8c processed through an EOM compute cycle.

Even if you aren't informed in a timely manner of a demobilization we still need you to submit a SOI and more importantly send an E-mail to HRSIC (SES) following the guidance for the E-mail format that is normally reserved for an immediate or priority separation. However, I would change the subject line to read: "Reserve Demobilization" vice the normal subject line. The bottom line is that we need to know as soon as possible when a member is separating. This is true for all separations.

My intent for this article was to highlight an area of concern that we have noticed lately in SES. With the current up-tempo I know that we are all doing our best to juggle mission demands and still provide the best possible HR service that we can to our customers.

CWO R. T. Downs (ses)

